

Nursery Payment and Funding Policy



1. Registration Fees

Your child's nursery place will be confirmed upon return of the completed contract and registration forms and payment of the non-refundable registration fee of £50, along with a deposit payment of £300.**

Please note, **your nursery place will not be secured until the registration fee and deposit payment have been received into the Company's bank account.**

The deposit payment will be held on your account and offset against your first month's invoice.

**** Except fully funded places, for which no payment is required. Please see section 3 below.**

2. How are my child's fees calculated?

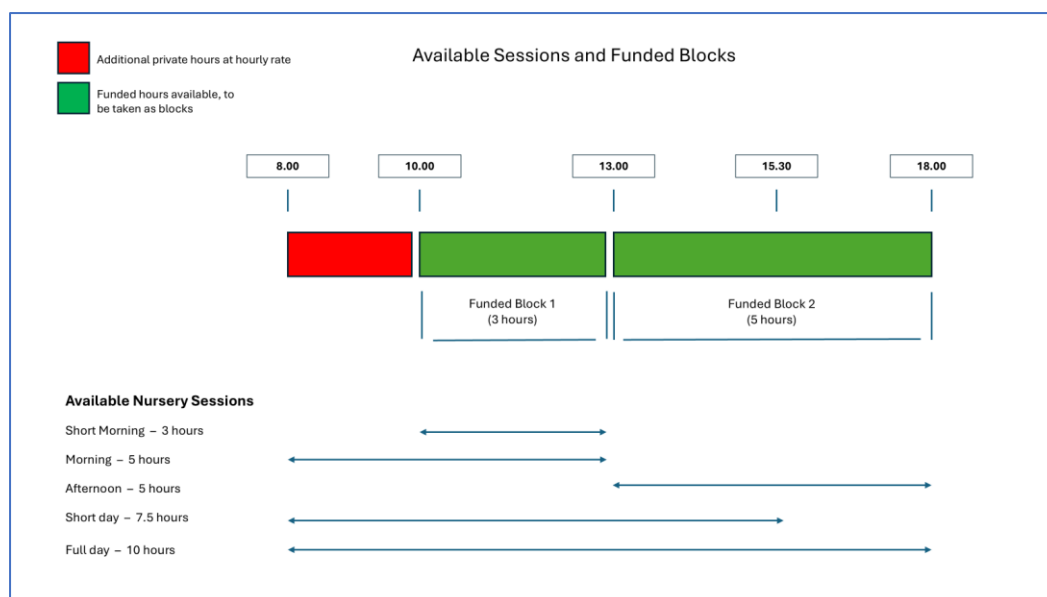
Nursery invoices are produced monthly in advance and distributed to parents by the 20th of the month, with payment due on or before the first business day of the following month.

Invoices show the session times and dates of booked chargeable sessions with the relevant session charge from our prevailing nursery tariff. All government funded hours are also itemised by session and date on the invoices.

Extra sessions requested over and above a child's usual attendance pattern are payable in advance of care for all bookings.

3. Government Funded Care and Education

All My Friends Barnwood Nursery offers all the 9-month+, 2 year old and 3 and 4 year old, government 15 and 30 hour funding entitlements to those who are eligible. The government-funded hours are available in blocks within our standard nursery sessions, between the hours of 10am and 6pm, Monday to Friday, as shown in the diagram below.



3 and 5 hour funded blocks may be booked between the hours of 10am and 1pm and between 1pm and 6pm each day.

Our private tariff applies between the hours of 8am and 10am, Monday to Friday and those parents who want a Full Morning, Short Day or Full Day session may choose to pay for their child to attend for those 2 hours, added on to the relevant number of funded hours for that day.

The funded block timetable shown above will remain consistent throughout each Academic Year, although in exceptional circumstances we reserve the right to change the days and times with 1 full term's notice.

All My Friends Childcare's nursery funding model has been developed to comply with the requirements of the Department for Education's Statutory Guidance and maximize parent flexibility to use their funded hours across the week.

How do the funding model and nursery tariff work in practice?

- Nursery is open for 10 hours each day Monday to Friday between 8am and 6pm, 51 weeks of the year and aims to offer flexible attendance patterns that will meet the needs of the majority of local working parents eligible to claim 30 hours of funded childcare.
- The funded blocks available each day enable parents to schedule their child's attendance pattern to use their full statutory entitlement of up to 22.8 funded hours per week over 50 weeks of the year or up to 30 funded hours each week term-time only (over 38 weeks).
- Availability of funded places is restricted only by the nursery's capacity and places are offered on the same basis as our private offer i.e., parents may choose to go on our waiting list for the sessions they want if they are not immediately available. If parents do not want to wait, they may, subject to availability, opt for an alternative attendance pattern at the costs set out in our private tariff.
- As a full daycare setting open 51 weeks of the year, we offer the opportunity for parents to stretch the funding (22.8 / 11.4 hours per week over 50 weeks of the year) to spread the cost of fees for private sessions and hours as evenly as possible across the year.
- A limited number of term-time only spaces are also available, funded over 38 weeks of the year.
- Funded hours are accrued from the start of the week. The private hourly rate shown in our tariff above applies to any additional hours taken during funded blocks once the 22.8 / 11.4 funded hours per week have been used.
- We do not apply any extra charges for food and consumables provision or additional services provided during the funded hours.
- No registration fee is payable if parents choose only to use funded hours for their child, and these spaces may be booked a maximum of 3 months ahead of the proposed start date. Wait lists are maintained and access is prioritized according to the information set out in our Admissions Policy.
- Start dates for children whose parents opt for fully funded attendance are in the first week of each academic term.

- We recognize that some parents will choose to share their child's funded hours and are happy to accommodate such arrangements. Please let the Nursery Manager know as soon as possible how you would like to apportion your funded hours between the two settings. This will enable us to provide you with an estimate of your monthly invoices and to liaise with your child's other setting to ensure the breakdown of hours claimed by each setting from Gloucestershire County Council is correct and the overall total claimed is within your entitlement.

3. Holiday Periods

Fees for contracted nursery places are due 51 weeks of the year. The nursery closes between Christmas and New Year, and we do not open or charge for Bank Holiday days.

4. When is payment due?

All nursery invoices are dated on 1st of the calendar month and due for settlement in advance on the 1st business day of the month shown on the invoice.

Monthly invoices are produced during the second week of the month prior to the month of nursery attendance and distributed to parents by 20th of the month.

It is the responsibility of the parent/carer named in your child's nursery contract as the bill payer to ensure that nursery invoices are settled by the due date.

Any payment support provided by external agencies e.g. DWP or Universal Credit / family is a matter between the parent and that organisation/person. Where such external payment support is delayed for any reason, it remains the parent named as the bill payer's responsibility to ensure full fees are paid by the due date, in accordance with our Terms and Conditions.

Non-payment by the due date will result in the addition to your invoice of a late payment fee. Please see clause 5 of this policy for details of the additional actions that will be taken in the event that the invoice continues to remain outstanding.

4. How is payment made?

Payment may be made by BACS (our preferred method), Tax Free Childcare or childcare vouchers and the banking details for BACS or standing order payments are:

Account Name: All My Friends Childcare Ltd
Sort Code 20-33-83
Account Number 60684716.

5. Late Payment

Late payment for all payment methods is deemed to be non-receipt of funds by close of business on the first business day of the calendar month invoiced. A fee of £20.00 per invoice is charged for late payment without prior consultation.

If full payment has still not been received by close of business on 10th day of the month and there has been no contact from the parent/carer, a further £30 administration charge will be added to the overdue account and a letter will be sent out giving notice that non-payment within 7 days of the date of the letter will result in the suspension of care. Care will cease on the 18th day of the month if fees are not paid in full.

Whilst All My Friends Childcare Ltd reserves the right to suspend care if fees remain unpaid more than 10 days after the due date, it is our policy to be as flexible and understanding as possible regarding the collection of fees while at the same time ensuring the financial stability of the business for the welfare of the children and staff.

If circumstances arise which may result in your payment being late, please contact the Nursery Manager to discuss the situation before payment becomes due.

All such matters are treated with the strictest of confidence.

6. Incentive Schemes

All My Friends Childcare Ltd may from time to time offer incentive schemes resulting in reduced childcare costs from its published fee rates. All My Friends Childcare Ltd reserves the right to withdraw such schemes without prior notification or consultation with parents.

7. What happens when my child leaves All My Friends Barnwood Nursery?

The contracted notice period must be adhered to. At the end of the notice period, if any refund is due when your child leaves, it will be returned to you.

If all your payments have been made using Tax Free Childcare the refund will be made direct to your Tax Free Childcare Account. To do this we will need your unique 13-digit childcare account number beginning with '1100'.

Otherwise we will send you your refund by BACS payment upon receipt of your bank details (name on the account, sort code and account number).

Internal use only

This policy was last reviewed	27/08/2025
Signed on behalf of the setting	
Date disseminated to staff	
Date for next review	01/03/2026